

**SCHEDULE FOR REPORTING INFORMATION REQUIRED BY LEGISLATION**  
**By Fiscal Year**

<b>Month</b>	<b>REQUESTED INFORMATION</b>	<b>SOURCE</b>	<b>REQUESTED DATE</b>
<b>July</b>	<b>Bonuses</b>	Section 72.90 of the 2006-2007 Appropriations Act (Employee Bonuses )	Report the preceding fiscal year by <b>July 31<sup>st</sup></b> .
<b>July</b>	<b>Monetary Awards</b>	Section 72.19 of the 2006-2007 Appropriations Act (Allowance for Residences and Compensation Restrictions)	Report the preceding fiscal year by <b>July 31<sup>st</sup></b> .
<b>August</b>	<b>Voluntary Separation Incentive Program</b>	Section 72.46 of the 2006-2007 Appropriations Act	Report the preceding fiscal year by <b>August 15<sup>th</sup></b> .
<b>August</b>	<b>Salary Supplements</b>	Section 63.11 of the 2006-2007 Appropriations Act (Compensation-Reporting of Supplemental Salaries)	Report the preceding fiscal year by <b>August 31<sup>st</sup></b> .
<b>September</b>	<b>Organizational Charts</b>	Section 72.77 of the 2006-2007 Appropriations Act (Organizational Charts) and S.C. Code of Laws § 1-1-970	Submit updated organizational charts on an annual basis no later than <b>September 1</b> of the current fiscal year. In the event of any changes in your agency's organizational structure, submit updated organizational charts. Any changes in your agency's organizational structure which impacts an employee's grievance rights, submit within 30 days.
	<b>Retirement Incentive Program</b>	S.C. Code of Laws § 9-1-1140 (H) and § 9-11-50 (H)	Report following the effective date for implementation of the plan.
<b>September</b>	<b>Voluntary Furlough</b>	Section 72.49 of the 2006-2007 Appropriations Act	Report the preceding fiscal year by <b>September 1<sup>st</sup></b> .
	<b>Mandatory Furlough</b>	Section 63.20 of the 2006-2007 Appropriations Act	Report as furloughs are implemented.
<b>October</b>	<b>Fair Market Rental Value of Residences</b>	Section 72.19 of the 2006-2007 Appropriations Act (Allowance for Residences and Compensation Restrictions)	Report by <b>October 1<sup>st</sup></b> .
<b>March</b>	<b>Leave Transfer Pool Program</b>	SC Code of Laws § 8-11-770; State HR Regulations 19-711.02	Report the preceding calendar year by <b>March 1<sup>st</sup></b> .

**Note:** If the on-line form has a "Submit" button at the bottom of the page, click on the button to submit the information directly to the Office of Human Resources. Prior to submitting your information, print a copy of the form for your records. If the form does not have a "Submit" button, save the form to your computer, and send it in an e-mail attachment to your OHR Consultant.

